

Using UDOT's Waste Disposal Tracking Form

Downloading and Submitting Public Surveys in Survey123

Purpose:

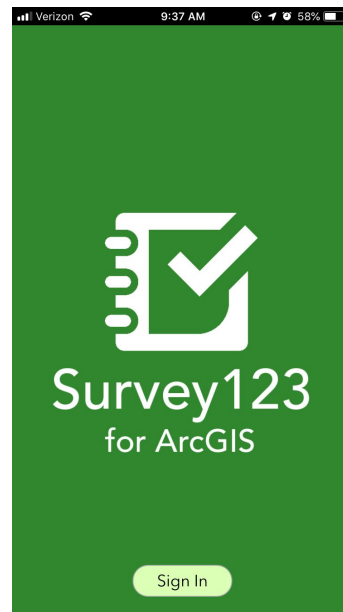
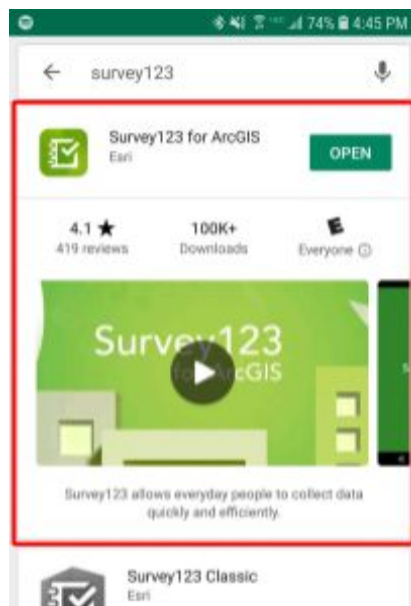
The UDOT stormwater team uses the Survey123 app to track proper disposal of waste associated with maintenance or construction activities. This app is used for tracking waste disposal associated with both routine maintenance and maintenance that occurs as a part of construction activities. Survey123 is compatible with mobile devices and allows you to complete inspections in areas without a reliable internet connection. Survey123 also allows you to easily add pictures, location, and other information to forms. This SOP has 2 sections:

- A. Getting Started with Survey123: Downloading the Survey123 app and Downloading the tracking Form
- B. Completing and Submitting forms in Survey123

A. Getting Started with Survey123

Downloading the Survey123 app

1. Open the App Store or Google Play Store and search "Survey123". Install the Survey123 app.

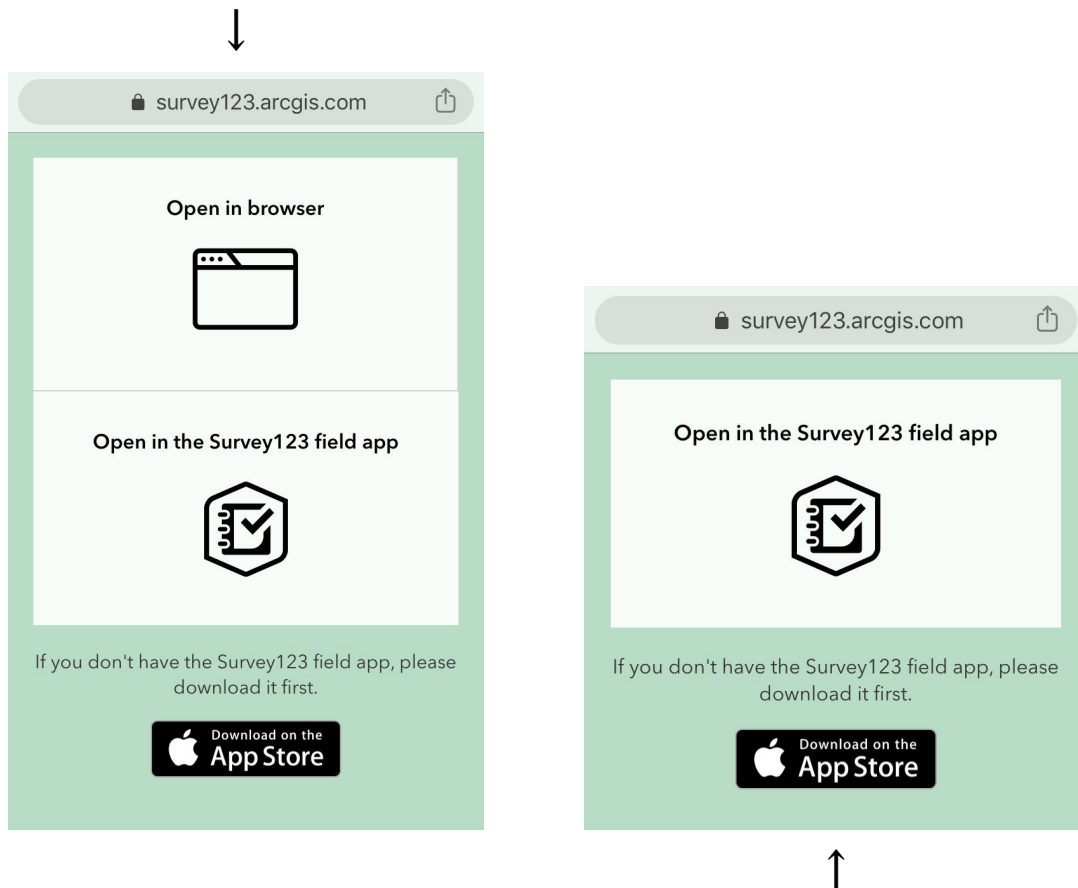


2. If you open the app after downloading, it will bring you to a page like the one shown above. **You DO NOT need to sign in to download and complete inspection forms.** To download forms, click the links in the "Accessing Forms in Survey123" protocol below.

*****NOTE: If you use the eTicketing program in Survey123 you will need to LOG OUT of the UDOT GIS Portal before following the steps below.*****

Accessing Forms in Survey123

1. Click the following link to download the Waste Disposal Tracking Form:
<https://arcg.is/Wq9br>
2. The link will bring you to a webpage that looks like the one below.



- If you are using a **phone or tablet**, select **“Open in the Survey123 field app”**. It will bring you to the page above. **Tap “Open in the Survey123 field app” again.**
3. **Your device will open the Survey123 app and download the survey to your phone.** The survey will now be in your “My Surveys” homepage when you open the Survey123 app. **Next time you need to submit an inspection, you can go directly to the app.**
 4. Make sure that the inspection that you downloaded has this logo:



Downloading Updates to Survey Forms in Survey123

Occasionally, there may be improvements made to the Survey123 forms. When this happens, you will need to **download updates to the form** so that you are using the updated version. **If you fill out an old version when a form has been updated, you will be unable to submit the old version of the form.** If you are having issues submitting the form, try downloading the update. **Follow steps 1-4 above to download the updated form.** The same link should work to download the updated form.

B. Completing and Submitting Forms in Survey123

Completing a Form in Survey123


1. From the “My Surveys” page, **tap the icon of the inspection that you need to complete.**
2. Tap the **“Collect”** button at the bottom of the page.

Waste Disposal Tracking Form

Form to track the disposal of waste following maintenance activities.

Owner: cmacek@utah.gov_uplan
Created: 1/13/20
Last modified: 1/13/20

A Survey123 form to track waste disposal following maintenance activities (pond pumping, catch basin cleanout, street sweeping, culvert cleaning, etc.) in UDOT Right of Way or on UDOT Property. Both UDOT staff and contractors operating on UDOT's behalf need to utilize this form. Proper tracking of waste disposal is a requirement of UDOT's MS4 Permit.

 Collect >

3. Fill out the information requested on the form. **Fields that are required have a red asterisk (*)**. You will not be able to submit the form if these fields are not complete.

4. If you select a maintenance activity that is performed in UDOT's right of way you will be asked to mark the **approximate route** where maintenance was performed on a map. To open the map and draw a line, click the map icon circled in red.



Waste Disposal Tracking Form

Select the maintenance activity or activities that you performed. *

You may select more than one.

- ☐ Catch Basin Cleaning or Vactoring
- ☒ Culvert Cleaning
- ☐ Jet Rodding or Cleaning Stormwater Pipes
- ☐ Oil Water Separator Cleaning
- ☐ Pumping Maintenance Station Retention Ponds
- ☐ Street Sweeping
- ☐ Other

Please mark the approximate route where work was completed. *

Click the curly line icon to free draw a line on the map. You can only draw one continuous line.

Search location or map coordinate

Kaysville

Farmington

Bountiful

Esri contributors

Length: 6.2 mi

Culvert Cleaning *

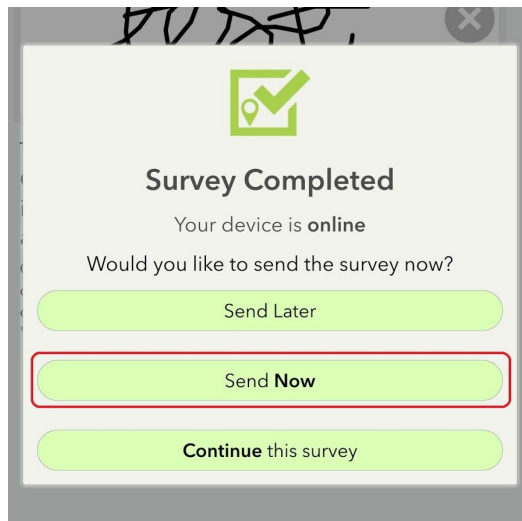
On the map screen, tap the “squiggly line: icon ↑ to draw a line marking the approximate area where work was performed. The milepost and route information will be more exact. This is just meant to be a rough estimate of the area in which work was performed. **You can only draw a single line.** If you make a mistake and need to redraw the line, use the undo arrow button in the bottom right. **Click the check mark in the bottom right corner when you have completed marking the work area to finish the rest of the form.**

5. As documentation of proper disposal, **you will need to include a picture of the receipt from the location of waste disposal**. To take a picture, **click the camera icon circled in red below**. This receipt needs to include both the DATE OF DISPOSAL and the QUANTITY OF WASTE DISPOSED. Make sure that you are able to clearly read the receipt in the picture provided.

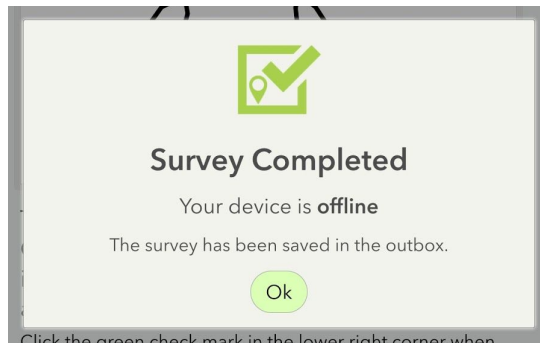
The screenshot shows a mobile application interface for a 'Waste Disposal Tracking Form'. At the top, there is a purple header bar with a white 'X' icon on the left, the title 'Waste Disposal Tracking Form' in the center, and a camera icon and a menu icon on the right. Below the header, the main content area has a light gray background. It contains the following text: 'Please take a Photo of your Receipt of Disposal from the Landfill or Waste Disposal Facility *' followed by 'Receipts MUST include **date of disposal** and the **quantity or weight** of waste.' Below this text are two icons: a camera icon and a folder icon. The camera icon is circled in red. Further down, the text reads: 'Please sign below, certifying that the above information is complete and accurate to the best of your knowledge.' Below this is a large, empty rectangular box for a signature. At the bottom of the form, the text says: 'Please click the checkmark in the bottom right corner to submit the form.' At the very bottom, there is a solid purple bar with a white checkmark icon in the bottom right corner.

6. Once you have **completed the form**, sign in the signature block, and tap the **check mark** in the lower right corner to submit the inspection form.

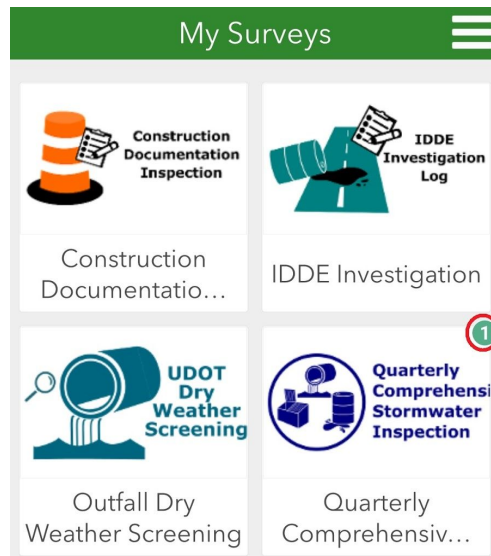
7. If you are connected to cellular data or wifi, you should click the **“Send Now” button**.



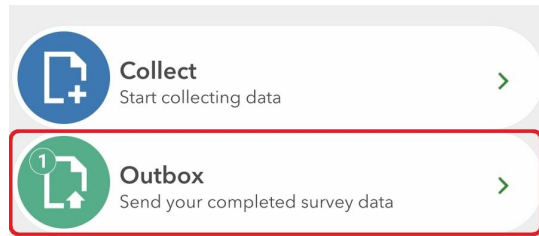
8. If your device is **not connected to cellular data or wifi**, you will get a message telling you that the device is offline and the form will be **saved to your outbox**.



9. Back on your home “My Surveys” screen, in the top right corner of the inspection form icon, you will see a **small green circle with a number in it**. This means that **you have a survey in the Outbox that is waiting to be submitted**.



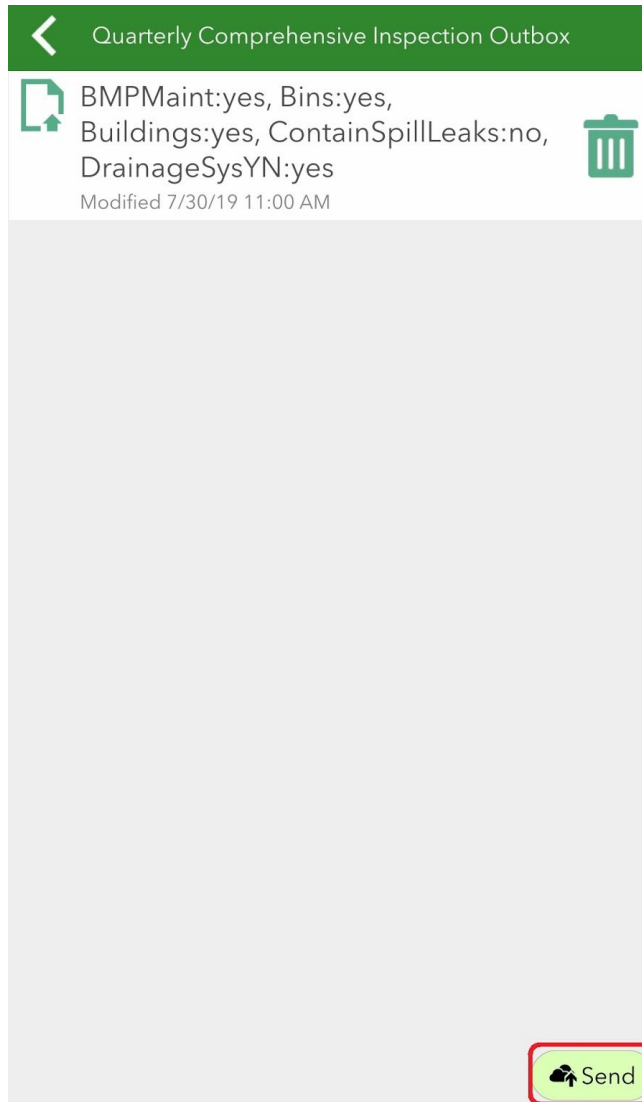
10. When you are connected to Wifi or have cellular data coverage, you will need to **submit any inspections that are in this outbox**. To do this, tap the survey icon, and **tap the “Outbox” icon at the bottom of the survey page**.



11. **If you need to go back and edit** anything you entered in the form, **tap the entry**.



12. **To submit from the Outbox**, tap the green **“Send” button** in the bottom right corner. When your outbox is empty, you should no longer see the outbox icon on the Inspection form page.



Questions or problems with the form?

Contact Carolyn Macek at cmacek@utah.gov or (385)315-1554.